

# **INSTITUTIONAL PERSONNEL OFFICER I**

## **JOB ANALYSIS BACKGROUND INFORMATION**

**Date of Study:** January 24, 2008

**Collective Bargaining Identification:** S01

**Job Analysis Conducted By:** Revonna Roper, Selection Analyst  
Office of Selection Services

**Number of Incumbents:** There are 1 incumbent in this classification per the State Controller's Office Filled/Vacant Position Report dated January 24, 2008.

### **Names of the Subject Matter Expert(s) and their background:**

**Jana Adams, Staff Services Manager III for the Office of Personnel Services**

Jana has been employed with the California Department of Corrections and Rehabilitation (CDCR) for 14 years. She held several positions until being promoted to a Staff Services Manager II for 5 months; then she was promoted into her current position.

**Nancy Gress, Institutional Personnel Officer II, for the Northern California Youth Correctional Center**

Nancy has been employed with the California Department of Corrections and Rehabilitation (CDCR) for 33 years. She held several positions until being promoted to Institutional Personnel Officer I for 5 years until then was promoted into her current position for the last 10 years.

**Debra Santiago, Correctional Business Manager I, Reception Center - HQ**

Debra has been employed with the California Department of Corrections and Rehabilitation (CDCR) for 20 years. As an Staff Services Manager I (IPO) for 3 years then promoted to a Staff Services Manager II for 2 years until she was promoted into her current position for the last 1 ½ years.

**Marilee Harkinson, Staff Services Manager I, Chuckawalla Valley State Prison**

Marilee has been employed with the California Department of Corrections and Rehabilitation (CDCR) for 20 years. She held several positions until being promoted to Institutional Personnel Officer II for 1 year, until she was promoted into her current position for the last 8 years.

## **INSTITUTIONAL PERSONNEL OFFICER I (IPO) INFORMATION GATHERING**

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- Duty Statements, IPO II - Human Resources
- Duty Statements, IPO II - Business Services Division
- Job Specification